



# CITY OF HOUSTON

## Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	MEDICAL RECORDS SUPERVISOR
Posting Number	PN# 107271
Department	Health & Human Services Department
Division	Neighborhood Services Division
Section	Nutrition Services Section
Reporting Location	8000 N. Stadium
Workdays & Hours	M - F, 8 a.m. - 5 p.m.* (Work evenings and weekends) *Subject to change

**DESCRIPTION OF DUTIES**

Supervises the administration, documentation and release of medical records and/or patient information at a City clinic.

**CORE FUNCTIONS**

- Provides technical support and assistance for assigned health center sites, jail health and WIC program.
- Assures procedures for handling records are according to policies and regulatory agency.
- Releases information at assigned sites.
- Performs and participates in quality assurance activities at each site.
- Compiles daily and monthly statistics.
- Assists with performance appraisals.

**WORKING CONDITIONS**

The position is physically comfortable, the individual has discretion about walking, standing, etc.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's in Medical Records Administration or Health Information Management from an accredited college or university.

**MINIMUM EXPERIENCE REQUIREMENTS**

Two (2) years of experience in medical records keeping are required, preferably with one of the two years in a supervisory capacity.

**MINIMUM LICENSE REQUIREMENTS**

None

**PREFERENCES**

- Prefer certification as a Registered Records Administrator.
- Willing to work evenings and weekends.
- WIC experience.

**SELECTION/SKILLS TESTS REQUIRED**

None

**SAFETY IMPACT POSITION**    ☐ Yes    ☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

**GRANT FUNDED POSITION**

**This position is dependent upon continued available funds.** If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 19  
\$1,094 - \$1,491 Biweekly    \$28,444 - \$38,766    Annually

**OPENING DATE**

October 26, 2005

**CLOSING DATE**

November 1, 2005

**APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD Phone Number (713) 837-9471.

An equal opportunity employer